



City of Columbus
Mayor Michael B. Coleman

Department of Development

Boyce Safford III, Director

Building Services Division

757 Carolyn Avenue
Columbus, Ohio 43224-3218
(614) 645-6090 (614) 645-7840 FAX

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(Revised 9/17/09)

Construction Industry Communication # 22

From: Keith Wagenknecht, Chief Building Official

Re: After Hours Inspection Scheduling

Background: It is always advisable for contractors to coordinate the scheduling of After Hours Inspections with the City of Columbus Building Services Division (BSD) inspection scheduling unit prior to making payment. However, this is not required.

Memorandum: The Columbus Building Services Division will make every effort to accommodate inspection requests, however, not all inspections can be scheduled as requested due to staffing levels and/or inspectors' prior commitments. Sufficient lead-time should be allowed for timely inspections to be scheduled. **NOTE: Inspection fees paid prior to scheduling will not be refunded under any circumstances.**

For information regarding lead time scheduling of joint inspections involving the Fire Prevention Bureau, please refer to *Construction Industry Communication (CIC)-#03* on the Building Services Division's 'Building Communications' page on the website at: <http://development.columbus.gov/contractorsanddevelopers/BuildingCodes/index.asp>

For additional information, please contact: Columbus Building Services Inspection Unit Info. Line: 614-645-5698 or via e-mail at inspectionrequest@columbus.gov.